



**Holiday Arts and Crafts Show  
Exhibitor Application  
Sunday, December 3, 2017  
10am – 4pm**

**TOWN USE ONLY**

Amt Paid \_\_\_\_\_

Space# \_\_\_\_\_

**Trade Name** (if applicable) \_\_\_\_\_

**Name** \_\_\_\_\_

Last

First

**Primary Phone** \_\_\_\_\_

**Cell** \_\_\_\_\_ **E-mail (required)** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

Have you exhibited with the Herndon Arts & Crafts Show in prior years? If yes, what years? \_\_\_\_\_

**Arts/Craft Category** (check only one & give brief description below)

Baskets \_\_\_\_\_

Fine Arts \_\_\_\_\_

Food Products \_\_\_\_\_

Dolls \_\_\_\_\_

Glass/Stained \_\_\_\_\_

Leather \_\_\_\_\_

Floral/Herbal \_\_\_\_\_

Fine Arts \_\_\_\_\_

Jewelry \_\_\_\_\_

Metal \_\_\_\_\_

Children's Items \_\_\_\_\_

Quilts \_\_\_\_\_

Wood \_\_\_\_\_

Pottery/Clay \_\_\_\_\_

Clothing \_\_\_\_\_

Other \_\_\_\_\_

**Item Description** (*pictures must be submitted with the application each year*) \_\_\_\_\_

Do you have an oversized vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_ Size of vehicle \_\_\_\_\_

Do you have an oversized trailer? Yes \_\_\_\_\_ No \_\_\_\_\_ Size of trailer \_\_\_\_\_

If you are physically disabled, please include special accommodations you need.

I have read and agree to comply with the attached rules and regulations. I as the exhibitor, agree, to not hold the Town of Herndon or any of the Staff responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal action against any of the above named. I also agree to be responsible for collection of Virginia State Sales Tax.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Booth Information**

Please check booth size and whether you need a table or electricity.

**Payment information on page 2**

<input type="checkbox"/> <b>Single Booth</b> <b>(6' x 9')</b> <b>\$95</b>	<input type="checkbox"/> <b>Double Booth</b> <b>(6' x 18')</b> <b>\$190</b>	<input type="checkbox"/> <b>Corner Booth</b> <b>(6' x 9' only)</b> <b>\$95 + \$20</b>	<input type="checkbox"/> <b>30" x 8' Table</b> <b>\$10</b>	<input type="checkbox"/> <b>Electricity</b> <b>\$20</b>
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**Holiday Arts and Crafts Show  
Herndon Parks and Recreation**

**Payment**

Checks made payable to the **Town of Herndon**.

☐ Visa                      ☐ Mastercard                      ☐ American Express                      ☐ Discovery

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name of Card Holder \_\_\_\_\_

Signature \_\_\_\_\_

**\*Your check or credit card number must be included with your application. It will not be processed until after the selections have been made and only if you have been selected. All returned checks are subject to a \$50 fee.**

An accepted application is considered a commitment to the show.

If accepted booth fees are non-refundable.

## EXHIBITORS' RULES AND REGULATIONS

### DESCRIPTION

The Herndon Holiday Arts & Crafts show is a **ONE day** indoor event. Arts and Crafts vendors will be placed at various locations in the Herndon Community Center on **Sunday, December 3, 2017 from 10:00am-4:00pm.**

\* Please note that speedy response is necessary for a guaranteed spot.\*

### ELIGIBILITY

The exhibitor must be the originator of the items being sold – no “buy/sell”. No commercially reproduced work, including books, collections and/or pre-made kits will be permitted. If you are accepted into the show and you display or sell any items that are not handcrafted by the exhibitor, you will be asked to remove the items immediately! Gourmet foods must be homemade items, not pre-purchased foods.

Participants are selected from submitted photographs. **4 new and good quality photos** of craft and booth will be judged by the jury. Only work representative of that submitted to be juried may be exhibited. You may not sell other non-related crafts that were not judged. Violators will be removed from the show and removed from our mailing list.

### APPLICATION PROCEDURE

All application materials must be post marked by **Friday, October 20, 2017**

Because the application and pictures will be juried, the best quality of crafters will be maintained. Quality and original work are stressed. The decision of the committee is final.

Please read the application, rules and regulations carefully before signing and returning the application.

**Please submit 4 recent photographs of your work and display, pictures are required each year for both new and returning vendors. \*Note: one of those pictures should be of you making your craft. Label each picture with your name and address. Update your photos before you send them in. Please do not send samples, as they will not be returned.** Enclose your booth fee payment and a business size, self-addressed envelope with \$0.88 postage if you want your photos returned.

If your application is accepted, your booth number, show information and photographs will be mailed. If you are not selected, your pictures and check will be returned. If you are not notified by **November 15, 2017**, please phone 703-435-6800 ext 2109.

### BOOTH INFORMATION

Display spaces are 6'x 9'. Display racks, easels, etc. must fit in the 6'x 9' space. They must also be finished and in good show condition on both sides and be constructed in such a manner as to prevent falling. Tables should be draped to within one (1) inch of the floor on all sides. Everything not on display should be stored neatly and preferably out of sight under the table. Chairs will be made available at no charge. No signs are permitted in the display except personal business cards, exhibitor's name or business name and price of items. No Tents. Charge card signs are permitted. **"Special Sale" signs are prohibited.** You may rent a table & electricity, but you must do so when applying.

### SET-UP

The Community Center will open at 6:15am for set-up. Specific instructions will be sent to facilitate a smooth set-up/tear-down procedure. Doors will open to the public at 10:00am and close at 4:00pm. You will need to provide your own materials for set-up.

### **SALES TAX**

All exhibitors are required to pay a tax of six percent on all sales made at the Festival to the Commonwealth of Virginia. Enclosed in this packet is the ST-50 form you have to fill out at the end of the show and send to the Department of Taxation. Exhibitors who already have a sales tax number from the Taxation Department should file their report in the usual manner.

### **RULES and REGULATIONS:**

In signing the application agreement, exhibitors must understand that all work must be original, handcrafted, manufactured and executed by the exhibitor. If it is of traditional design, it should authentically reflect its source. Also, it must demonstrate that the work shown on the photographs submitted is representative of what is to be exhibited. Exhibitors understand that should any of the above be found to be untrue, they may be asked to leave the show. In addition, that upon acceptance, booth fees are non-refundable.

### **APPLICATION CHECK LIST:**

No application will be considered without all of the following:

1. Application filled out completely and legibly.
2. Submit page 1-2 and keep page 3-4 for reference.
3. Four photographs labeled with your name and address, showing your process for making the item.
4. Booth fee, specifying what extras (table, electricity) are needed.
5. Self-addressed, stamped (\$0.88), business size envelope if you want your photos returned.

**For additional information contact [John.Walsh@herndon-va.gov](mailto:John.Walsh@herndon-va.gov) or call (703) 435 – 6800 Ext: 2109**

**Applications must be postmarked no later than Friday, October 20, 2017.**

Mail applications to:  
Herndon Parks & Recreation Department  
P.O. Box 427  
Herndon, VA 20172-0427  
Fax 703-318-8652